Thurston County HOME Consortium
MEETING MINUTES
April 13, 2015 11:00 AM-1:00 PM
Thurston County Public Health & Social Services Department
412 Lilly Rd NE, Olympia WA 98506-5132
Conference Room 107ABC

In Attendance: Consortium Members					
Cathy Wolfe	Thurston County		Jeannine Roe	Olympia	x
Virgil Clarkson	Lacey	X	Dennis McVey	Rainier	X
Neil McClanahan (Chair)	Tumwater	X	Sirena Painter	Tenino	X
Jen Littlefield	Yelm	X	*Vacant*	*Bucoda*	
Other Attendees					

Paul Knox   Brett Rader   Anna Schlecht
Andrew Oommen   Theresa Slusher   Don Sloma
Danny Kadden   Trudy Soucoup   Gary Aden
Stancin Kahler   Tammie Smith   Dan Schnabel
Jill Severn   Schelli Slaughter   Linda Abell *Minutes*
Robin Sheldon   Danille Kettel
Bob Ricks   Diane Harris

Welcome and Introductions

Introductions were made. Neil mentioned that Cathy Wolfe would not be attending today's meeting.

Public Comments/Announcements

Dennis McVey informed the group the Rainier Library and Thrift Store, currently housed in the old Rainier Elementary School, would be closing because the school district needs the facility. Dennis was asked to offer clothing, books, videos and other usable materials for free to shelters and service providers for those in need. Contact Dennis to coordinate picking up these items.

Approval of Agenda for April

Dennis made a motion to approve the April meeting agenda. The motion was seconded by Virgil. *Motion was approved*.

Approval of Minutes for March

Virgil made a motion to approve the March meeting minutes. The motion was seconded by Jeannine. *Motion was approved.*

Review of Financial Report - Gary Aden

Gary reports that agencies continue to submit invoices in a timely manner, and this is appreciated by all. Included in the financial packet is a graph provided by the Department of Commerce which demonstrates the ongoing statewide downward trend in 2060 / 2163 document recording fees.

Review HOME Consortium Timeline Calendar - Gary Aden

Gary asked to strike the first item for April (Selection of RFP Projects) because it was duplicated and appears correctly in the calendar for May. He provided an overview of the next three months.
The HOME RFP has been released and committees are hard at work reviewing a total of 27 proposals.
Ongoing projects for staff include the Annual Plan, Contract Compliance and continuing with technical support from HUD.

2015 RFP Summary Report

Gary referred to the Summary of 2015 HOME applications received and provided the following recap:
There were a total of 27 applications from 16 agencies. Of those, 22 are for Services and 5 are for Capital Projects.
The total request amount was $3,611,457.
Gary briefly explained the review process which includes the use of a Forced Pair Ranking sheet and Review Forms after which the review committee will meet to discuss their final rankings. Staff will compile all information into a packet and send it ahead of the next regular meeting. Those selections will be brought to the next HOME Consortium meeting on May 11th. The final decision by the Board of County Commissioners will take place on May 26, 2015.

Affordable Housing and Homelessness Consultant - Contract Milestones

Gary presented a document with bullet points of projects and tasks for the new contract year. He explained these as primary measurables within the contract. The bullet points are elements of the current system. Strengthening these tasks will improve the ability to provide Affordable and Homeless services. Danny commented that each of these items are important to serving the community. Members were glad to see that Affordable Housing was included in the job title and asked if the items listed are priorities. Don encouraged members to address any question about priorities with him. Sirena is interested in hearing more about Landlord Engagement and Jeannine asked about Coordinated Entry. These are priorities that members would like to see addressed.

Point in Time Census – State Requirements

The 2015 guidelines from the Department of Commerce for the Point In Time (PIT) census was distributed. If the Consortium decides to put the PIT out to bid and have an RFP created these are the guidelines to be followed. The RFP would need to be readied in May which would allow plenty of time for an incoming contractor to become familiar with the process.
Gary reminded members that the City of Olympia has been performing the count for the last 10 years using one set formula year after year. Should another entity take over the count, there will be a difference in the algorithms, the process and the numbers will change.
Some members feel strongly about keeping the process with the City of Olympia who has been doing this for the last ten years. Some members feel it is a good idea to open up the process and see who else is interested. Don mentioned that the BOCC will want an explanation of why the decision was made, either way the Consortium decides.
Anna Schlecht pointed out that if the desire is to change the scope of the count, this tenth year is a good time for that. Members asked how other counties do the census and also, who in our community is qualified to do this census.
Paul responded that the census process itself is not complicated and could be done by non-profits, volunteers and students. Theresa shared that different counties each have their own process and Anna added some are more detailed and time consuming than others. Schelli stated that Coordinated Entry, if done correctly, should strengthen the ability to provide accurate numbers. Don mentioned that Olympia, as a community, provides crucial support and attention to not only the count but the Connect Event as well. He wonders if another contractor will have the same visibility.

Neil made a motion to put out to bid, $30,000 for the annual Point In Time count and Homeless Connect Event to take place in January 2016. Motion was seconded by Virgil Clarkson.

Jen asked and received confirmation that proposals will include details about how the agency will conduct the event such as details about including the rural communities as well as the urban area.
Jeannine asked and received confirmation that the $30,000 includes both the PIT and the Homeless Connect Event.
The motion was approved.

Anna Schlecht offered to provide the City of Olympia contract framework to create the RFP.

Affordable Housing and Homeless Consultant - Monthly Report

Theresa had no monthly report since she is just one week into the new 2015 contract. She hoped to provide a year to year performance report was due to glitches with HMIS she was not able to. On her "to do" list is the creation of an affordable housing inventory, a central contact for the availability of vacancies and improving landlord / tenant relationships.
She also shared information about the Conference on Ending Homelessness on May 13 – 14, 2015 which will be held in Tacoma.

HCAC – Agenda Setting Discussion

Gary explained that HCAC members and staff occasionally struggle with creating agenda items. Currently the Housing Division provides staff and administrative support for 4 meetings each month, HCAC being one of them. Gary is wondering if the HCAC might meet quarterly instead. Schelli named many of the groups that meet regularly and suggested that perhaps some could merge or work together. Schelli suggests that the HCAC discuss their meeting schedule at the next meeting. Don shared that he recently asked staff for the membership and attendance roster for the past year of HCAC meetings so that the HOME Consortium can see who the members are and what the level of participation is. The information will be shared at the next meeting.
Stancin, representing NW Resources, stated that they would like to learn more about the HCAC meetings and would like to attend. NW Resources treats adults with chemical dependency and assists them with housing issues. Stancin added that the ESD deals with many youth who have chemical dependency issues as well as homelessness, specifically in the rural areas. She suggests inviting the ESD to attend HCAC meetings.

Jen asked about HCAC representation from the rural communities and would like to some outreach to increase HCAC membership. Paul added that only Yelm & Rochester have professionally staffed organizations working with housing issues. Neil suggested that if necessary, members of the HOME Consortium will assist with recruiting representation.

Additional Public Comments/Announcements

Don shared a website "countyhealthrankings.org" and encouraged agencies and providers to look at it. The website provides evidence based statistical data about the overall health and habits of state residents broken down by county. He stated that using evidence based practices is the best way to move forward with what has been proven, and therefore improve community health and outcomes, adding that some popular programs may not be the most successful.

Jeannine appreciated hearing from Don and requested a new regular agenda item, which would be a monthly Health Department update delivered by Don Sloma. There was agreement by all and this will be added to the agenda.

Diane Harris shared that the Community Action Council still has plenty of Puget Sound Energy funds available for those in need. Sirena requested that the information be shared with the Timberland Library System for distribution and Theresa suggested getting the information out to the rural area food banks.

Anna Schlecht reports that the final report for the PIT count will include the methodology used. The final number of those reported homeless was 474. The report will include statistical data and will be provided digitally to agencies.

Dennis McVey again reminded the group the Rainier Library and Thrift Store, currently housed in the old Rainier Elementary School, would be closing because the school district needs the facility. Dennis was asked to offer clothing, books, videos and other usable materials for free to shelters and service providers for those in need. Contact Dennis to coordinate picking up these items.

NEXT MEETING

Monday, May 11 , 2015 11:00 a.m. – 1p.m.
Thurston County Public Health
412 Lilly Road, Olympia 98506
Meeting Adjourned at 1:00 PM